Army HSMS Newsletter

18 NOVEMBER 2002

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HMMP WORKGROUP AGREES ON SUGGESTED FINAL DOCUMENT

As a result of the Nov. 13th –14th HMMP Workgroup Conference, a consensus was reached on the final draft version of the HMMP policy document. The workgroup discussed and debated the proposed HMMP document over the two-day conference where they agreed upon a final draft version to be submitted to ODEP (Office of the Director for Environmental Programs) for final review and approval.

"This workgroup worked very hard over the last day and a half to develop an agreed upon way of managing the Army's hazardous materials" commented HMMP Team Leader David Zuckerman. "Having only two days forced the group to focus. We had good participation from all levels of the Army, and I am very proud of what we have been able to accomplish. We finally have the building blocks of what will become a standard approach to hazardous materials management throughout the Army."

The HMMP Workgroup's mission is far from over, future workgroup meetings are planned to work on several key issues brought forth during the conference.

Additional details regarding the draft HMMP, and its status, will be provided in the next several issues of the HSMS Newsletter.
Contributed By: Aaron Tomarchio, Booz Allen Hamilton / U.S. Army Environmental Center

UNDERSTANDING HSMS EPR REQUESTS

Did you know, if your installation is currently operating HSMS, you are eligible to request environmental funding not to exceed $100,000 for an ADBM? Understanding the Environmental Program Request (EPR) process will help your installation obtain funding for your ADBM! To help with your EPR requests, we thought it important to share with you the suggested guidance from the "Green Book". In addition to this guidance, we have also included a sample request narrative from a current fielded HSMS installation.

PLEASE NOTE: As the HMMP/HSMS program evolves, we anticipate the EPR guidance to change to reflect the new IMA organization. USAEC is working with ODEP and the IMA regions to establish future EPR requirements.

EPR GUIDANCE – Excerpt from "The Green Book"

HAZARDOUS SUBSTANCE MANAGEMENT SYSTEM (HSMS) PROGRAM

HSMS is an automated hazardous substances tracking system, and is part of the Army's Environmental Information and Technology Management (EITM) program. HSMS is the Army's standard management tool used to implement its "cradle-to-grave" centralized Hazardous Materials Management Program (HMMP). Army policy (ACSIM memorandum, dated 02 Feb 96) is to transition all existing hazardous material and waste tracking systems to HSMS as part of a comprehensive, Army-wide HMMP.

HQDA centrally funds installations to Initial Operating Capability (IOC). IOC is intended to provide installation with the capability to use all functions inherent to the HSMS software and to establish a minimum-level HMMP. Expanding an Installation's HMMP to include all activities and HM/HW is referred to as Full Operational Capability (FOC) or "fence-to-fence" hazardous material management. Transition from IOC to FOC is the responsibility of the MACOMs and installations. The Application Data Base Manager (operates HSMS database and tables) is a CLASS 0, PGMT position and may be considered P2 program essential personnel.

    a. The following items are centrally funded through the Army Environmental Center:

        (1) Establishment of an initial HMMP operational concept consistent with the 8 business practices

for HM/HW management identified in DA PAM 200-1.

    (2) HSMS software.

    (3) Initial Training for Application Data Base manager and installation personnel.

    (4) Software Upgrades.

b. The following costs are eligible for environmental funding in a MACOM/installation EPR submission:

    (1) HSMS Application Data Base Manager **(not to exceed $100K/yr per installation that has implemented HSMS)**.

    (2) Recycling or other pollution prevention equipment (with a 5-year or less return on investment) purchased or upgraded for Hazmart.

c. The following costs are _not_ eligible for environmental funding.

    (1) Construction or renovation of facilities.

    (2) Equipment such as shelving, forklifts, and vehicles.

    (3) Operation and maintenance of Hazardous Materials storage facilities.

    (4) Lease and rental fees for equipment, storage facilities, and vehicles.

    (5) Automated Data Processing (ADP) equipment (computer hardware/peripherals).

    (6) Sustainment cost for operating HMCC, Hazmart, and HMMP (includes labor, real property maintenance activities associated with operating the facility, ADP equipment, etc.)

    (7) Software development and upgrades.

MACOMs/installations should program and fund the requirements listed to maintain and sustain a viable HMMP within the appropriate account that normally funds the activity.

SAMPLE EPR NARRATIVE:

"FUNDING IS REQUIRED TO MAINTAIN THE POSITION OF A HSMS ADBM. THE ROLE OF THE HSMS ADBM IS TO PERFORM BASIC TECHNICALLY ORIENTED SYSTEM FUNCTIONS FOR THE FORT IRWIN HSMS AUTOMATION EQUIPMENT. ANNUAL SALARY AND TRAVEL ARE NEEDED FOR THE EQUIVALENT CONTRACT POSITION FOR ONE (1) CIVIL SERVICE IN JOB SERIES 0334 (COMPUTER SPECIALIST), FOR PERFORMING HSMS ADBM TASKS IN FY 04-10. IF NOT FUNDED, THE INSTALLATION WILL LACK ADEQUATE STAFF TO MANAGE THEIR POLLUTION PREVENTION PROGRAM,EPCRA COMPLIANCE WILL BE JEOPARDIZED, AND THE HSMS DATABASE WILL NOT BE MAINTAINED IN A REASONABLE MANNER."

Contributed By: Aaron Tomarchio, Booz Allen Hamilton / U.S. Army Environmental Center

CAO CORNER

Printing in HSMS 2.4.1 and Windows 2000.

It has been discovered that with the latest version (2.4.1) of the HSMS application that is running on a Windows 2000 workstation some printing anomalies may be encountered. Several reports would not print correctly from HSMS even though other applications, such as HSMS 2.4 and MS Word, printed normally. After researching the issue it was found that by replacing the printer drivers the problem was fixed, but there is a catch. The driver that fixed the problem wasn't necessarily the specific driver for that printer. For the Hewlett Packard LaserJet 4si printer we had to replace the standard HP 4si driver with the HP 4si/MX driver. For the Lexmark Optra LX+ we had to download and install the June 2002 driver release.

The following reports and transactions may be affected by this problem:

- Expiring Material Report
- Material Billing Report
- Outstanding Material Report
- Waste Billing Report
- Issue Hardcopy
- Disposition Hardcopy
- Tier I
- Tier II

If you experience problems printing any of the above on Windows 2000, we recommend that you install the latest driver for your printing device.

Possible Incorrect Reporting of Chemical Quantities:

It has been discovered that HSMS may be incorrectly reporting chemical quantities on the Tier II report. The chemical quantities reported may not correspond with the inventory. These discrepancies are the result of the way the chemical quantities were calculated in previous versions of HSMS. While the issues causing these discrepancies have been addressed, the on-hand chemical quantities have not been re-validated against the on-hand inventory. Consequently, many sites may be over or under reporting their Tier II chemicals if they are using HSMS to generate this data.

The HSMS developers are in the process of testing a query that was developed that will check for this anomaly. Once they have tested and finalized that query, it will be run at each site to determine if they are affected by this problem. Each site can expect to receive an e-mail from the CAO with instructions for conducting this test and/or procedures that will correct their database. Please feel free to contact the CAO if you have any questions about this issue.

Contributed by: Bill Helm, Senior Engineer - SAIC
HSMS Customer Assistance Office

A LOOK AT E-LEARNING…
HSMS STYLE!
HSMS E-LEARNING – THE FUTURE OF HSMS TRAINING

The HSMS Training Program is considering developing HSMS training courses in a media-rich, Internet accessible format. These training courses known as "HSMS E-Learning" differ from standard, computer-based training in several important ways. First, the media-rich format provides for course lecture with slides, software demonstrations, and streaming video of instructor-led presentations all in a web-accessible format. Second, this format allows for real-time instant messaging (IM) capabilities with a live instructor, monitored newsgroup and chat capabilities with other registered students, graded activities that allow students to gain mastery and monitor their progress, and competency certification. In addition, the courses can be completed at the student's workplace, according to the student's schedule, and at the student's desired pace.

An additional benefit of HSMS E-Learning is the significant cost savings that can be realized both by the HSMS community as a whole and by the individual HSMS installations. E-Learning will allow greater numbers of HSMS users to be trained on an annual basis effectively and conveniently and, at a minimum, will remove the significant costs associated with travel (airfare, lodging, per diem, etc.).

We would like to know if your installation would be interested in this exciting new training opportunity. Please take a moment to respond to the following questions:

Would individuals at your installation be interested in this new, media-rich training format for HSMS courses?

If so, how many individuals at your facility would you envision taking such courses?

Do you have the computer resources at your facility to support this type of training?

We invite you to visit an E-Learning demonstration on the web to gain a better understanding of the potentials of HSMS E-Learning. An HSMS E-Learning demonstration along with a variety of media-rich courses have been placed on this website for your exploration. To access this website and explore the courses, please do the following:

1.) Access the URL http://instruct.media1st.com/dynamac/
2.) Click on the New User Signup button near the bottom of the screen to create a login ID and password for yourself.
3.) Once you have created a login ID and password, login to the site using your new credentials.

4.) Once inside of the site, click on the Course Guides tab to see a listing of the courses available for you to explore. Click on the "E" next to the course entry in the listing to enroll in that course. Repeat this step for each course that you wish to explore.
5.) Once you have enrolled in a course, an entry for the course will appear in the My Courses tab. Navigate to the My Courses tab. Launch the course by clicking on the course name.
6.) Have fun exploring the course content.

We encourage you to view the Dynamac Demo course first before viewing the other courses available on the site.

Please keep in mind that the courses available for you to explore are not intended to provide instruction in HSMS-related areas. These courses are being made available to you so that you can view the possibilities of learning in the media-rich, E-Learning environment. These courses have been selected to demonstrate many of the media-rich features including instruction videos, audio-overlay, subject slides, quizzes, and testing. Also remember that live instant messaging (IM) with an instructor as well as monitored chats and newsgroups also are an element of HSMS E-Learning. However, these features cannot be demonstrated from this demo site, as they require a scheduled, live instructor with whom to interact.

Minimum computer requirements to view the demonstration courses are the Windows 98 operating system(OS) (you must have at least Windows 98 – later OSs such as Windows NT, Windows 2000, Windows XP, etc. will work as well), Internet Explorer version 5.5 or later, Windows Media Player 6.0, and Flash 6.0. Also keep in mind that the faster your connection speed, the more smoothly the course will run. However, the courses are designed with a technology-layering component. Therefore, if your connection speed is not fast enough to support the full capabilities, the video automatically will not play. However, the audio-overlay and slides will play so as to allow you to still participate in the course. Remember that when you respond to the survey, we would like to know if your facility has the connectivity to support participating in HSMS E-Learning at an optimal level of performance.

The HSMS training community is excited by the possibilities of HSMS E-Learning. We hope that you find this demonstration experience rewarding, and we look forward to receiving feedback from you regarding the future of HSMS training.

Contributed by: Jennifer Dieudonne-Mehalik,
Dynamac Corporation

To comment on the HSMS E-Learning Approach, e-mail Aaron Tomarchio at aaron.tomarchio@aec.apgea.army.mil.

YOUR FEEDBACK IS VERY IMPORTANT TO THIS PROJECT!

SUCCESS STORIES WANTED

We are looking for success stories. If you feel you have implemented a success, we would enjoy hearing from you and sharing it with other readers!

Please e-mail any success story information to Aaron Tomarchio at aaron.tomarchio@aec.apgea.army.mil.

NEW ADBMS?

Due to a variety of circumstances, installations may experience personnel turnover/change. If your installation experiences a change in ADBM personnel, PLEASE contact the CAO ASAP at (888) 800-7242 or hsms@saic.com with contact information for the new ADBM.

Contributed by the U.S. Army Environmental Center

NEW INSTALLATION POCS?

As installations experience personnel turnover, the installation HSMS POC may change. If your installation experiences a change in the HSMS POC, PLEASE contact Mr. Ryan Messier at (703) 906-5491 or e-mail at ryan.messier@aec.apgea.army.mil with the new contact information.

Contributed by the U.S. Army Environmental Center

FY03 HSMS TRAINING CALENDAR

The Army Environmental Center is proud to announce The HMMP/HSMS Fiscal Year 03 Training Schedule

Application Database Manager (ADBM):

25Feb – 7 Mar 2003	*Army Environmental Center APG- Edgewood Area, MD*
22 Jul – 1 Aug 2003	Army Logistics Management College (ALMC) Ft. Lee, VA

Functional User Training – Sustainment:

12-15 Nov 2002	*Army Environmental Center APG- Edgewood Area, MD*
7-10 Jan 2003	Army Logistics Management College (ALMC) Ft. Lee, VA
3-6 Jun 2003	Army Logistics Management College (ALMC) Ft. Lee, VA

Crystal Reports:

24-27 Jun 2003	Army Logistics Management College (ALMC) Ft. Lee, VA
30 Sept – 3 Oct 2003	Army Logistics Management College (ALMC) Ft. Lee, VA

Application Database Manager (ADBM) Training. ADBMs have first priority for available course slots. Army GS employees, followed by installation on-site HSMS contractor, Corps of Engineer HSMS implementation contractors and others are welcome to attend on a space available basis. The course is open to all personnel with Army HSMS associated individuals having priority. The AEC funds the course instruction. Attendees must be funded by the respective site or organization for travel and per diem.

This course has been revised to incorporate 4-days of functional user training (designed to ensure that the assigned ADBM has functional knowledge of how HSMS operates). The remainder of the 9-day course will focus on those skills the ADBM must have to support HSMS operations at the installation. It is not required that the ADBM attend the first 4-days of instruction if they have the functional knowledge to operate HSMS.

Functional User Training – Sustainment (FUT-S). FUT-S is hands-on user training available to installations that have implemented HSMS. FUT-S is designed as non-installation specific hands-on user training which is geared toward new users or users looking for refresher training on the functionality of the HSMS software. FUT-S instruction includes all HSMS software modules. FUT-S provides installations with a mechanism to help train personnel who are new to the program due to personnel rotation and support for advanced learning initiatives.

This course will expand on the hazardous waste module used by HSMS as well as other functional areas. Please note, the 9-day ADBM course incorporates the 4-day FUT-S instruction. Some space for FUT-S students may be available.

NOTE: If your installation has HSMS Users that did not or were not able to attend v2.4 transition training then AEC highly recommends FUT-S. AEC funds the course of instruction. Installations or the sending organization must fund the attendee travel and per diem for course attendance.

Crystal Reports Crystal Reports training is a new course that has been added to the curriculum. It is a 4-day beginner course geared to instruct attendees on how to integrate Crystal Reporting into their HSMS Program. The course begins with basic topics for those who have limited or no knowledge on how to use Crystal Reports. Topics are covered in succession that builds on all of the fundamental Crystal Reporting concepts that are useful for creating

HSMS reports. Learn how to generate and have great looking accurate Crystal Reports!

(Some folks with more advanced knowledge could still benefit from the course).

First priority will be given to ADBMs currently supporting Army installations operating HSMS. All others will be accepted on a case-by-case basis. Funding for the travel and per diem costs to attend this training is the responsibility of the installation.

Contributed by the U.S. Army Environmental Center and Dynamac Corporation

TRAINING INFOMATION

For more information on ADBM, FUT-S Training or Crystal Reports training, please contact: Aaron Tomarchio at (410) 436-1231or via email at **aaron.tomarchio@aec.apgea.army.mil**

UPCOMING EVENTS

NOVEMBER	
6th	HMMP Draft Document Comments Due to Pete Mentis at USAEC
13th-14th	HMMP Workgroup Conference Abingdon, MD
DECEMBER	
	HAPPY HOLIDAYS!

MONTHLY POLL – RATE HMIRS !

Is HMIRS a useful research tool for finding necessary MSDS information?

Rate It! (YES / NO)

How much time do you spend researching environmental information to obtain correct MSDS information each week?

Hours	Hours	Hours
0-5	*6-10*	*10+*

E-Mail your reply to
aaron.tomarchio@aec.apgea.army.mil

VISIT HSMS ONLINE!

Visit Our Website At:
http://aec.army.mil/usaec/p2/hsms00.html

RATE THIS NEWSLETTER!

We want to know from YOU, our readers what you think of the HSMS Newsletter.

Using a scale of 1-4 please rate the usefulness of this letter to your operation.

- **4 – Very Helpful & Useful**
- **3 – Helpful and Useful**
- **2 – Somewhat Helpful/Useful**
- **1 – Not at all Helpful/Useful**

Is there anything you would like to see in future newsletters?

To date, a majority of respondents have rated this newsletter a 3 "Helpful & Useful".

YOUR RATINGS AND INPUT WILL HELP US CONTINUALLY IMPROVE OUR PRODUCTS!

Please e-mail your comments to Aaron Tomarchio at aaron.tomarchio@aec.apgea.army.mil.

PURPOSE OF THIS REPORT

The purpose of this newsletter is to keep the U.S. Army community abreast of ongoing activities associated with the implementation of HSMS and to distribute summary articles that provide useful items of interest to all concerned members. It is recognized that this publication now transcends the Army community and embraces other military services and Federal agencies. This Newsletter is not limited to items of interest focused on the HSMS software but encompasses the entire spectrum of hazardous materials and waste management business practices as they pertain to the HSMS Program.

Everyone is invited to submit articles, problem descriptions, comments, or other pertinent information of interest to fellow members. If possible, keep article size to one-half to three-quarters of a page. Mail (e-mail) your items for publication, and we will add them to the newsletter version that follows their receipt.
Send all input to: aaron.tomarchio@aec.apgea.army.mil

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